



SOUTHWEST AREA WILDFIRE PREVENTION COMMITTEE CHARTER

I. Authority

This charter sets forth guidelines and procedures by which the Southwest Area Wildfire Prevention Committee (SWAWPC), hereafter referred to as the “Committee,” shall operate.

II. Mission Statement

To provide consistent wildland fire prevention messages, educational opportunities and leadership in assessment and planning processes to better serve the public and cooperating agencies within the Southwest Area.

III. Vision

To significantly reduce the losses caused by wildland fires in the Southwest Area and to develop a consciousness in every person of the danger of unwanted wildland fires, and a commitment to prevent them.

IV. Membership

Membership of the Committee shall consist of the following:

A. Wildfire Prevention representative from each of the following agencies within the Southwest geographic area:

US Forest Service: Arizona (1), New Mexico (1)
 National Park Service (1)
 Bureau of Land Management: Arizona (1), New Mexico (1)
 Bureau of Indian Affairs (1)
 Arizona State Land Department (1)
 New Mexico State Forestry Division (1)
 US Fish and Wildlife Service (1)

B. Wildfire prevention representatives designated from each zone (9).
 (ABZ, CWZ, NAZ, GLZ, LNZ, SEZ, SNZ, TAZ, WMZ)

C. Southwest Area Coordinating Group (SWACG), formerly known as Southwest Fire Management Board (SWFMB), representative (1).

D. Ad Hoc members, as needed.

V. Organization

The Committee shall select the following:

- A. Committee Chair
- B. Vice Chair
- C. Secretary

These three officers shall serve a minimum of two years. Each position should rotate among the agencies of the Southwest Area.

VI. Responsibilities and Duties

1. Advise the SWACG and its partners on Area-specific strategies and techniques to reduce the number of human-caused wildfires, and loss of human life and property within the Southwest Area through application of the latest science and technology in wildfire prevention, education, engineering, and enforcement.
2. Advise the SWACG on interpretation of agency policy and direction in matters pertaining to wildfire prevention, education, engineering, and enforcement.
3. Advise the SWACG on procedures and standards that, if implemented, would standardize wildfire prevention, education, engineering, and enforcement across participating agencies and partners.
4. Advise the SWACG, and provide solutions, of the range of wildfire prevention issues needing attention throughout the Southwest Area.
5. Assist the SWACG in developing a consciousness in every person adjacent to, or visiting public lands in the Southwest Area regarding the danger of wildfires to life, property, and resources, and a commitment to prevent human-caused wildfires.
6. Serve as the primary training cadre for the development and instruction of wildfire prevention education courses in the Southwest Area.
7. Provide oversight and develop standards for the utilization of prevention teams in the Southwest Area.

VII. Meetings

The Committee shall meet a minimum of twice a year at a site to be selected at the previous meeting. These meetings shall be in spring and fall and take place in conjunction with the annual Southwest Area Information Committee meetings when applicable. Meetings are open to fire prevention personnel and other interested parties.

VIII. Special Circumstances

Any committee member can request additional meetings or teleconferences if the need should arise.

This charter, Operational Procedures, and the standing committee shall remain in effect until amended by the committee or dissolved by the Southwest Area Coordinating Group.

Recommended By:

Approved By:

WENDELL G. PEACOCK, Chairman
Southwest Area Wildfire Prevention Committee
May 2003

KIRK ROWDABAUGH,
Southwest Area Coordinating Group
May 2003

SOUTHWEST AREA WILDFIRE PREVENTION COMMITTEE (SWAWPC) OPERATIONAL PROCEDURES

These procedures will govern the operations of the Southwest Area Wildfire Prevention Committee, hereafter referred to as the “Committee.”

I. ORGANIZATION

A. Membership:

1. Membership in the Committee shall include a representative from each land management agency identified in the Charter. These individuals are voting members and conduct committee business.

When an agency is not represented on the Committee, the Committee will find a candidate.

2. Committee Membership:

Membership of the Committee shall consist of the following (number in parentheses indicates number of voting representatives):

a. Wildfire prevention representatives from each of the following agencies:

US Forest Service: (1)
Bureau of Land Management: Arizona (1) and New Mexico (1)
National Park Service: (1)
Bureau of Indian Affairs: (1)
Arizona State Land Department: (1)
New Mexico State Forestry Division: (1)
US Fish and Wildlife Service: (1)

b. Wildfire prevention representatives from each zone: (9).

c. Southwest Area Coordinating Group (SWACG) representative: (1)

d. AD HOC members, as needed.

3. Officers:

a. The Vice Chair and Secretary will be elected every two (2) years.
b. The Vice Chair will succeed the Chair position and be elected from membership categories listed above, I. 2. a-b.

- c. The election of Vice Chair and Secretary will take place at the second meeting of the second year when current officer terms expire.

4. Ad Hoc Members:

Ad Hoc members may be recruited from, but not limited to, the following groups:

- a. Fire Prevention Officers/Coordinators/Technicians
- b. Conservation, Environmental Education Specialists
- c. Public Affairs Officers/Incident Information Officers
- d. Law Enforcement Officers
- e. Fire Management Officers/Technicians
- f. Mechanical Engineers
- g. Educators
- h. Communications Specialists
- i. Geographic Information and Computer Specialists

5. Working Groups:

Working Groups will be formed as necessary to work on specific items or tasks identified by the Committee. Working Groups are ongoing functions of the committee whereas: working groups will be dissolved when no longer needed.

B. Responsibilities and Duties:

1. Committee Members will:

- a. Attend Committee meetings and functions or arrange for an alternate.
- b. Participate in committee functions, sub-committees, and working groups, as necessary.
- c. Serve as a point of contact and liaison for the member's agencies.
- d. Coordinate the dissemination of information regarding the activities and operations of the committee, sub-committee, and working groups with respective agency.
- e. Notify chair if unable to attend a meeting or function.
- f. Identify agency fire prevention issues and concerns in the Southwest Area and make recommendations concerning these to the SWACG through the Committee.
- g. Develop and maintain a list of fire prevention personnel within the Southwest Area.
- h. Ensure that the fire prevention website link is maintained on a regular basis.
- i. Serve as a point-of-contact and liaison between the FIREWISE National Team and member agencies.

2. Committee Chair will:

- a. Ensure that the committee meetings are scheduled and conducted in an efficient and effective manner.
 - b. Approve, authorize, and coordinate committee activities.
 - c. Attend or designate a representative to attend the SWACG meeting(s).
 - d. Report committee activities to the SWACG.
 - e. The committee chair will ensure that there is a lead for each sub-committee and/or working group.
3. Committee Vice-Chair will:
 - a. Conduct Committee business in the absence of the Committee chair.
4. Committee Secretary will:
 - a. Record and distribute meeting minutes.
 - b. Maintain record of committee business.
5. Committee Ad Hoc Members will:
 - a. Attend Committee meetings or notify the Chair of non-attendance.
 - b. Inform committee on policy and procedures specific to their agency or function.
 - c. Serve on working groups or sub-committees, as needed.
6. Working Groups will:
 - a. Develop objectives for the specific working group.
 - b. Organize and plan activities as necessary.
 - d. Implement the actions assigned to the working group.
 - e. Report back to the committee chair and the committee on the working group actions.
 - f. Research special issues and concerns.
 - g. Issue progress reports and apprise chair on activities.
 - h. Responds to special requests from the committee.

C. Changes, Amendments, Deletions:

1. Any part of the Operational Procedures may be changed or amended by a majority decision of the Committee.
2. Any such actions require notification to and concurrence by the SWACG.